



TEACHER/LEADER GUIDELINES FOR FIELD TRIPS

Welcome to the State Indian Museum! The Museum strives to provide educational opportunities for teachers & students of all ages and to celebrate the culture and heritage of California's Native peoples.

- The Museum is open 10 a.m. to 5 p.m. daily (*except Thanksgiving, Christmas, & New Year's Day*).
- Youth group entry to the Museum is from 10 a.m. – 12 p.m. and from 12:30 p.m. – 4:00 p.m.
- To schedule youth group visits, call **ReserveAmerica at (866) 240-4655**.
- For further assistance and Museum information, please call us at **(916) 324-0971**.

To help make your group's visit to the Museum a great experience and help with the preservation of the cultural items in the Museum, please observe the following:

- About five minutes before your scheduled visit, teachers will need to check in their group. With your group remaining outside, please enter through the regular visitor entrance and check in with the staff on duty. Provide your count of students & adults and then lead your group around to the **K Street** door entrance. *Please do not use the general public entrance to bring your group inside.*
- Please make sure that no student or adult has open containers of food, beverages (including coffee), gum, or any plant material. Plant materials include acorns, leaves, or any other associated items that might bring pests into the Museum.
- Fire safety laws limit the number of persons allowed in the Museum; in order for the Museum to allow as many groups as possible to visit, we ask that groups please leave promptly at the end of each scheduled visit unless otherwise arranged with Museum staff.
- If your students wish to purchase items from the museum store we suggest that adult supervisors rotate groups of students through the store during your visit. If space allows we will readmit chaperoned small groups of students to continue shopping.
- Unfortunately, we have no place to store lunches or backpacks; please leave bulky items in your vehicles or on the bus.
- If you plan to eat a picnic lunch on the park grounds, please make arrangements to bag your trash and take it with you. Trash cans are available throughout the park grounds.
- If you are going to be late, please call and let us know (916 324-0971). Groups that are more than ten minutes late may forfeit their reserved time and have to wait to enter the Museum. We accept cancellations up to the day of your visit.
- No-show, no-call groups will be charged a \$25 fee.

A Guide for Educators is available at the museum or online at:

www.parks.ca.gov/indianmuseum

(from the main page click on *School & Group Tour Reservations* then *Guide for Educators*)